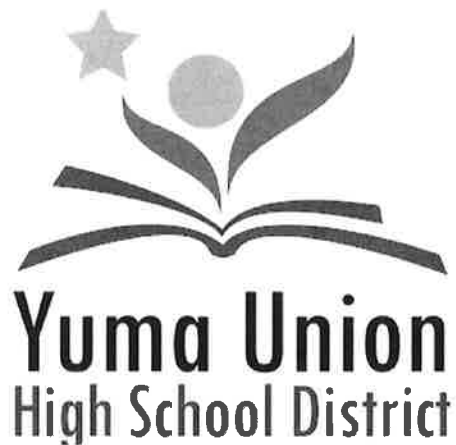


# **Yuma Union High School District #70**

**2022-2023**

**Parent Support Organization Handbook**



# Our Schools

Campus	Address	Phone #
Cibola High School	4100 W 20th St, Yuma, AZ 85364	928-502-5700
Gila Ridge High School	7150 E 24th St, Yuma, AZ 85365	928-502-6400
Kofa High School	3100 S Avenue A Yuma, AZ 85364	928-502-5400
San Luis High School	1250 8th Ave, San Luis, AZ 85349	928-502-6100
Vista High School	3150 S Avenue A Building C, Yuma, AZ 85364	928-502-6800
Yuma High School	400 S 6th Ave, Yuma, AZ 85364	928-502-5000

# Purpose

The purpose of this document is to outline the guidelines set forth by Yuma Union High School District regarding the organization and operation of booster clubs and/or parent support organizations supporting student programs and activities at all schools in our district.

Booster clubs and parent support organizations are an important part to the success of both extracurricular and interscholastic programs in our district. Establishing positive and close communication between the district and support organizations ensures the best learning outcomes for all of our students. Booster clubs support programs in the Yuma Union High School District through supporting and encouraging our students at interscholastic and extracurricular events as well as through providing funds, equipment, tools, or supplies as needed.

## Disclaimer

The handbook is provided as a guide for booster clubs on how to interact with Yuma Union High School staff and students with included guidance for financial interactions like fundraising and donations of goods or funds. Yuma Union High School District assumes no responsibility for actions of Booster Clubs or for consequences resulting from the use of the information provided herein.

Booster organizations are **separate legal entities** outside of the Yuma Union High School District and are free to organize themselves how they decide is best, however, booster organizations must comply with the rules and regulations that govern Yuma Union High School and work with district staff to reach district organizational goals for programs. Booster organizations do not dictate the aims of Yuma Union High School programs but instead work in conjunction with Yuma Union High School District to provide the best experience for students.

## Definitions

**Booster Club:** A parent/non-employee led organization that forms outside of the legal jurisdiction of a school district who form to support a specific school, group of students, or school program. They may be referred to as Parent Teacher Organizations (PTOs), Parent-Teacher-Student Organizations (PTSOs) or simply as Booster Club. The organization uses its own IRS issued TAX EIN and functions entirely outside of the school district.

**Employee/Staff:** Refers to any employee of Yuma Union High School District be they a teacher, coach, or sponsor. Certified employee refers to a certificated employee who is certified by the state to work directly with students.

**Student:** An enrolled student in the 2022-2023 school year.

**Fundraising:** Items or services sold to generate profit for an organization. Funds are to be raised in direct benefit of the students the booster organization is supporting and if given to the district must be received through the official donation process before use.

**Joint Fundraiser:** A fundraiser held conjointly between a booster club and a student organization. The student organization and the booster club both put in effort to run the fundraiser. Profits from joint fundraisers are to be split proportionally between both organizations.

**Raffles/Games of Chance:** Lotteries, gambling, raffles, games of chance, etc. are games in which the given outcome of the game is based on the probability or chance of winning rather than skill of the participant. Students are in no way to participate in or run games of chance for or on behalf of a booster club.

# YUMA UNION HIGH SCHOOL DISTRICT PARENT ORGANIZATIONS GUIDELINES FOR OPERATIONS

## Formation of an organization

1. Obtain approval from the school administration
  - a. Booster organizations may not use a schools' or district's name in their organization name, but using the mascot or colors of the school is allowed.
2. Seek out individuals who are interested in participation in the organization.
  - a. Principals, teachers, and coaches/sponsors serve only in an advisory capacity, they are prohibited from serving as officers or board members. No Yuma Union High School District staff member participating in a booster organization may have fiduciary responsibilities
3. Develop and adopt organization by-laws. This document should include provisions for amendments.
4. Establish officers of the organization.
5. Develop goals for the year and if applicable, develop a budget for the year. Planned activities for the year should be based on the goals and budget. The teacher/sponsor/coach should be in attendance at meetings to assist the booster organization in planning according to the students' needs.
6. If applicable, establish a checking account in the organization's name with its own Employer Identification Number (EIN).
7. The checking account must require two signatures on all checks. Debit card and credit card transactions must be approved by two people.
8. For consistency as officers change, it is recommended that bank statements be mailed to a PO Box and not a personal address.
9. The treasurer should prepare and distribute a financial report after receiving the monthly bank statement.
  - a. It is best practice for the treasurer's report to include:
    - i. Reporting of all revenues and their sources, reconciled to the bank statement
    - ii. Itemized expenditures paid during the month with listings of date, check number, payee, description of the expense, and amount. All expenditures, like revenues, should be reconciled to the bank statement.
    - iii. Provide the actual reconciliation of ending cash balances to the bank statement.
  - b. Copies of the monthly financial reports with the bank statement should be made available upon request.
  - c. Board members should vote on whether to approve the financial report after it has been presented.
  - d. An independent third party should conduct an annual audit of the financial statements.

## Fundraising

- Booster organizations may run their own fundraisers at their discretion.
  - Joint fundraising with a student group is allowable but profits must be split proportionally between the student group and the booster organization. Joint fundraising must be approved by campus administration.
  - Any joint fundraiser with Yuma Union High School District students is prohibited from running any raffle or game of chance. Door-to-door fundraising by district students for joint fundraisers is also prohibited
  - Fundraising events held on district property that are not joint fundraisers are not to be held unless a rental agreement has been signed with Yuma Union High School District.
  - Booster organizations are strictly prohibited from using the Yuma Union High School District EIN for fundraising events. The booster organization **MUST** use their own EIN. Booster organizations **CANNOT** use district accounts to make purchases. Boosters must create their own accounts with vendors.

## Donations

- Funds collected from fundraising by booster organizations can be used in three ways:
  1. The booster directly makes purchases for the student group and retains ownership of said items.
    - a. Items that the booster organizations retain ownership of must be stored off district property.
    - b. Boosters may pay directly for hotel rooms and registrations for tournaments but **CANNOT** pay directly to rental or charter companies.
  2. The booster purchases goods directly from vendors and donates said items to the district through the official donation process.
    - a. Items donated to the district cannot be used by the student group until they have received board approval.
  3. The booster donates the funds directly to the Yuma Union High School District
    - a. Like donated goods, the funds donated to the district cannot be used until they have received board approval

\*Please plan accordingly for donated items or funds, depending on the dates that donation forms are received, items and funds can sit in a pending approval status from a few days to one month.

## **Travel**

Athletic and cocurricular travel of students is regulated by Yuma Union High School District. All student travel must be approved by Yuma Union High School District to ensure the safety and wellbeing of our students and to ensure all laws, rules, and regulations are followed as they pertain to any particular travel. The support of booster organizations with travel is welcomed with the understanding that the booster in no way seeks to influence or direct the activities of Yuma Union High School student groups.

Booster members are not allowed on district buses or ride in district rentals unless they are a board approved chaperone on the approved travel. Board members cannot drive district vehicles or rentals and cannot transport Yuma Union High School District property. Boosters may purchase hotel rooms and registration directly from vendors but cannot purchase transportation directly. Transportation funds from boosters must be donated by the booster to Yuma Union High School District. Planning ahead ensures funds are received and board approved in time for upcoming travels. Funds not approved by the Yuma Union High School District Board will be denied for use on travel.

Hotel rooms paid for by booster organizations must be reported on travel for approval. The address of the hotel will be required for approval.

Yuma Union High School District has final authority on use of funds donated by booster organizations. Donated funds for canceled events will be redirected to benefit the student group for which they were donated as seen fit by Yuma Union High School District.

## PARENTAL INVOLVEMENT

Based on the philosophy of the District, it is the intent of the Board that parental involvement in the District, at both the District and site levels, be defined in the broadest possible terms.

Further, it is the intent of the Board, under such a definition, that the Superintendent will, within the capabilities of the District staff and the financial limitations of the District, at both the District and school levels, incorporate to the maximum extent possible, a variety of activities, strategies, and mechanisms into the District and school structures that provide for the:

- active involvement of,
- active support to,
- effective interaction with, and
- development of

parents as active partners in a student support team effort that will enhance the capacity of all students to reach their optimum potential.

Adopted:     date of Manual adoption

LEGAL REF.:

A.R.S.

15-341

15-342

CROSS REF.:

IHBD - Compensatory Education

KB - Parental Involvement in Education

## PUBLIC GIFTS / DONATIONS TO SCHOOLS

The Board has the authority to accept gifts and donations as may be made to the District or to any school in the District.

The Board reserves the right to refuse to accept any gift that does not contribute toward the achievement of the goals of this District and the ownership of which would tend to adversely affect the District.

Any gift accepted by the Board shall become the property of the District, may not be returned without the approval of the Board, and is subject to the same controls and regulations as are other properties of the District. The Board shall be responsible for the maintenance of any gift it accepts, unless otherwise stipulated.

The Board will make every effort to honor the intent of the donor in its use of the gift, but reserves the right to utilize any gift it accepts in the best interest of the educational program of the District.

In no case shall acceptance of a gift be considered to be an endorsement by the Board of a commercial product or business enterprise or institution of learning.

The Superintendent shall:

- Encourage individuals and organizations considering contributions to the schools to consult with the Superintendent on the appropriateness of any such gifts.
- Report to the Board all gifts that have been offered to the District, for their review and action.
- Acknowledge the receipt and value of any gift accepted by the District, and prepare fitting means, as appropriate, for recognizing or memorializing gifts to the District.

Gifts shall be recorded in appropriate inventory listing(s) and property records.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

15-341

15-393

15-1224

A.G.O.

I80-156

CROSS REF.:

DDA - Funding Sources Outside the School System



**SCHOOL - COMMUNITY - HOME  
RELATIONS**

**GOALS / PRIORITY OBJECTIVES**

The Superintendent shall interpret the educational program to the people and invite discussions and suggestions on important educational issues, and shall attempt, at all times, to represent the entire community rather than any single group or section. The District shall pursue the following school-community relations goals:

- To develop intelligent citizen understanding of the District in all aspects of its operation.
- To determine how the citizenry feels about the District and what it wishes the District to accomplish.
- To develop citizen understanding of the need for adequate financial support for a sound educational program.
- To help citizens assume a more direct responsibility for the quality of education the District provides.
- To earn the goodwill, respect, and confidence of the citizenry in the personnel and services of the District.
- To bring about citizen understanding of the need for the improvement and what must be done to facilitate essential change.
- To involve citizens in the work of the District and the solving of its educational problems.
- To invite the assistance, cooperation, and understanding of elected and appointed community officials and committees in the development of educational programs and facilities.
- To promote a genuine spirit of cooperation between the District and community in sharing leadership for the improvement of the community.

Adopted: date of Manual adoption

# IJOA-R

## REGULATION

### FIELD TRIPS

*Student travel* is defined as travel by students of the District who are engaged in approved District activities.

#### **Request for Travel**

All student travel must be requested by submission of the appropriate travel request form.

#### **Financing of Authorized**

##### **Student Travel**

Student travel is financed by one (1) of the following options:

- *Specific area funding.* This includes funds from federal or state programs or grants or from other specific programs that allow for student travel.
- *Club funds.* Club funds may be used to finance student travel, including cost of transportation, meals, lodging, et cetera.
- *Athletic and Arizona Interscholastic Association approved activities travel.* Funds for such specific programs must have been included in the approved annual District budget.
- *Field trips.* Funds for all field trips must have been included in the approved District budget.

#### **Special Funding Regulations that**

##### **Pertain to Student Travel**

***Athletic and Arizona Interscholastic Association approved activities travel.*** Except for athletic travel under the routine travel umbrella, all travel expenses, including transportation costs (such as bus driver wages, bus driver lodging and meals, fuel expenses, et cetera), student lodging and meals, et cetera, are the responsibility of the students participating. The only exception to this regulation would be travel required by the Arizona Interscholastic Association to a destination outside the routine travel umbrella, but within the state of Arizona.

##### ***Club travel:***

- During the annual budget process, an amount is allocated in the Maintenance and Operations Fund (M&O) budget to each campus to cover club transportation expenses. The campus principal will determine how much will be spent on club transportation, which clubs may travel, and how much will be allowed for such travel.
  - Transportation expenses are:
    - The cost per vehicle mile up to seven hundred (700) total miles.
    - The cost of a bus driver (if required) up to ten (10) hours of standby time.
    - All other costs (excess mileage, extra bus drivers, bus driver meals and lodging, et cetera) are the responsibility of the club.

⇒ Vehicle cost for such travel is a per-mile cost. This vehicle per-mile cost is established annually and may vary from year to year.

⇒ The cost for bus driver wages is computed at the rate the District has established for a substitute bus driver and the applicable benefit costs.

■ Club trips for which expenses are claimed can include only destinations that are within the travel umbrella.

- All expenses for club travel with destinations outside of the travel umbrella are the responsibility of the club or the individual student. This includes meals, lodging, transportation (fuel expenses, bus driver wages, bus driver meals and lodging, et cetera).

**Field trips.** All student expenses related to field trip travel are the responsibility of the students participating.

In all cases, no commitments are to be made to parents, booster clubs, hotels, airlines, or other organizations until the travel has been approved through the travel procedures. No funds will be authorized for reservations, air fares, et cetera, unless proper travel approval has been received.

## **Student Travel Regulations**

### **Definitions:**

- *Sponsor.* An employee of the District who is given direct charge of a student club, class, or other student group.
- *Coach.* An employee of the District who is given direct charge of a student group that engages in competition activities.
- *Chaperone.* An adult, twenty-one (21) years of age or older, who may assist a sponsor or coach in the supervision of a student group.

In each case of student travel it is required that a sponsor or coach be present and available during all trip activities. On any trip in which more than fourteen (14) students participate, there shall be at least one (1) sponsor, coach, or chaperone for every fourteen (14) students or major fraction thereof.

For insurance purposes, when students are transported in a private vehicle for school-sponsored activities, an educationally certificated person must be in the vehicle in addition to an adult licensed driver.

Bus drivers and bus driving time are regulated by the state of Arizona. Such regulations include the limitation of ten (10) hours of driving time and five (5) hours of standby time for a bus driver in a twenty-four (24) hour period. Clubs or students groups using District bus drivers must make arrangements to meet these regulations. Such arrangements may include an additional bus driver or meals and/or lodging for a bus driver. The cost of such arrangements are the responsibility of the club or group involved.

If the sponsor/coach serves as the driver for a student trip, the driver shall observe the same driving-time limitations as those of a bus driver; that is, ten (10) total hours of driving time in a twenty-four (24) hour period.

An itinerary must be submitted for each trip. The itinerary must be submitted with the travel request and must be approved by the principal.

Bus drivers have been instructed not to violate the driving-time regulations of the state. Violation of the driving/standby regulations may be cause for a reprimand to the bus driver. Sponsor/coach encouragement of the violation of these regulations could also result in a reprimand to the sponsor/coach as well as loss of travel privileges for the remainder of the current school year and/or for the next school year.

